

The Corporation of the City of Thorold

By-law No. 56-2018

Being a bylaw to update Schedule "A", Classes of Permits and Permit Applications Fees to Bylaw 73-2010, being a bylaw respecting the construction, demolition, Change of Use, Occupancy Permits and Transfer of Permits, Inspections and Associated Fees

Whereas Bylaw 73-2010 was adopted by Thorold City Council on July 20<sup>th</sup>, 2010; and

Whereas Section 7 of the *Building Code Act, 1992, S.O. 1992, Chapter 23*, empowers Council to pass certain bylaws respecting construction, demolition and change of use, *permits* and inspections; and

Whereas Thorold City Council, through Report DES2017-36 in April 2017, awarded the contract for Consulting Services for Building Permit and Inspection Services Fees to Watson and Associates Economists Ltd to conduct a review of said fees; and

Whereas the Council of the Corporation of the City of Thorold approved the recommendations of Report PDS2018-11 at a Council meeting held May 15, 2018 following a public meeting on the subject matter.

Now therefore, the Council of The Corporation of the City of Thorold enacts as follows:

**CLASSES OF PERMITS AND PERMIT APPLICATION FEES**

**1.0 PERMIT FEE CALCULATION**

**1.1 Permit Fee Formula**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this Schedule;

$$\text{Permit Fee} = \text{Prescribed fee} \times \text{Area}^{(1)}$$

- Where the "Prescribed fee" is the fee specified in this Schedule for the classification of the proposed *work*

**1.2 Minimum Permit Fee**

A minimum *permit* fee of \$194.40 shall apply to all *works* proposed, unless otherwise indicated or a prescribed "Flat Rate" has been assigned.

**1.3 Plans Examination Deposit**

A Plans Examination Deposit of the amount stipulated in Section 7.1 of this Schedule shall be submitted at the time of *permit* application in order to satisfy the Ontario *Building Code* requirements for a complete application and to cover any costs incurred through the Plans Examination process. As a component of the Plans Examination process, the actual *permit* fee will be calculated and the submitted Plans Examination Deposit will be applied to offset the calculated fee. Any outstanding fees are required to be submitted **prior** to *permit* issuance. Should the Plans Examination Deposit be greater than the calculated *permit* fee, a refund will be provided with the issuance of the *permit*.

## 2.0 BUILDING PERMITS

### 2.1 New Construction and Additions

<u>BUILDING CLASSIFICATION</u>	<u>PERMIT FEE</u>
a) GROUP A – ASSEMBLY OCCUPANCIES	\$2.07/ft <sup>2</sup>
➤ School, church, restaurant, daycare, hall, transit, recreation facility, other	
b) GROUP B – INSTITUTIONAL OCCUPANCIES	\$2.32/ft <sup>2</sup>
➤ Hospital, detention facility, nursing home, Long term care facility, other	
c) GROUP C – RESIDENTIAL OCCUPANCIES	
➤ Single detached, semi-detached, duplex dwelling, townhouse	\$1.41/ft <sup>2</sup>
➤ Multiple unit ( <i>apartment</i> ) <sup>(9)</sup>	\$1.43/ft <sup>2</sup>
➤ Hotel and motel, other	\$1.60/ft <sup>2</sup>
d) GROUP D – BUSINESS/PERSONAL SERVICE OCCUPANCIES	
➤ Office, bank, medical office, police station, other	
➤ Finished	\$1.84/ft <sup>2</sup>
➤ Architectural shell (as referenced in 2.4(c))	\$1.45/ft <sup>2</sup>
e) GROUP E – MERCANTILE OCCUPANCIES	
➤ Store, shopping mall/plaza, shop, market, retail space, other	
➤ Finished	\$1.81/ft <sup>2</sup>
➤ Architectural shell (as referenced in 2.4(c))	\$0.86/ft <sup>2</sup>
f) GROUP F – INDUSTRIAL OCCUPANCIES	
➤ Industrial mall/plaza, plant, factory, warehouse, other	\$1.17/ft <sup>2</sup>
➤ Parking Garages	\$0.88/ft <sup>2</sup>
➤ Gas station	\$1.17/ft <sup>2</sup>
➤ Industrial <i>building</i> with no partitions, no <i>plumbing</i> and no mechanical (Shell only)	\$0.53/ft <sup>2</sup>
g) SPECIAL CATEGORIES/OCCUPANCIES	
➤ Agricultural <i>building</i> ( <i>barn</i> )	\$0.29/ft <sup>2</sup>
➤ Greenhouse	\$0.22/ft <sup>2</sup>
➤ Air supported structure	\$0.18/ft <sup>2</sup>
➤ Trailer	\$202.50
➤ Tent/temporary fabric structure	\$202.50
➤ Portable <i>buildings</i>	\$202.50
➤ Public swimming pool ( <i>unenclosed</i> )	\$310.00

h) ACCESSORY STRUCTURES TO GROUP C – RESIDENTIAL OCCUPANCIES	
➤ Attached garage/carport	\$0.46/ft <sup>2</sup>
➤ Other accessory <i>buildings</i> ( <i>Detached garage/carport/shed/pole barn</i> )	\$0.46/ft <sup>2</sup>
➤ Covered deck/porch	\$0.46/ft <sup>2</sup>
➤ Uncovered deck/porch	\$0.42/ft <sup>2</sup>
➤ Sunroom/solarium	\$0.84/ft <sup>2</sup>

## 2.2 Alterations and Repairs

a) GROUP A – ASSEMBLY OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$1.04/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.95/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.86/ft <sup>2</sup>
b) GROUP B – INSTITUTIONAL OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$1.04/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.95/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.86/ft <sup>2</sup>
c) GROUP C – RESIDENTIAL OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$0.67/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.62/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.56/ft <sup>2</sup>
➤ Unfinished basement ( <i>replace foundation</i> )	\$0.28/ft <sup>2</sup>
➤ Finish basement ( <i>dwelling unit</i> )	\$0.33/ft <sup>2</sup>
d) GROUP D – BUSINESS/PERSONAL SERVICES OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$1.04/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.95/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.86/ft <sup>2</sup>
e) GROUP E – MERCANTILE OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$0.84/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.77/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.70/ft <sup>2</sup>
f) GROUP F – INDUSTRIAL OCCUPANCIES	
➤ Including <i>plumbing</i> AND mechanical	\$0.48/ft <sup>2</sup>
➤ Including <i>plumbing</i> OR mechanical	\$0.44/ft <sup>2</sup>
➤ Excluding <i>plumbing</i> AND mechanical	\$0.40/ft <sup>2</sup>
g) GENERAL ALTERATIONS (ALL CLASSIFICATIONS)	
➤ Roof structure ( <i>replace/alter structure</i> )	\$0.19/ft <sup>2</sup>
➤ Minor alterations ( <i>not requiring plans</i> )	\$121.50

### 2.3 Miscellaneous Works

a) Demising wall/Party wall installation	\$162.00
b) Fireplace/woodstove	\$162.00
c) Moving a <i>building</i>	\$162.00
d) Underpinning	\$4.86/lf
e) Fire Alarm System upgrades	\$202.50
f) Sprinkler System upgrades/installs	\$202.50
g) Stages (temporary)	\$40.50

### 2.4 Conditional/Partial Permits and Staged Construction

a) <i>Building</i> Foundation	15% <sup>(6)</sup>
➤ Complete to grade, including all underground services	
b) Completed Structural shell	55% <sup>(6)</sup>
➤ No interior finishes/fixtures	
c) Completed Architectural shell	80% <sup>(6)</sup>
➤ Including interior finishes on exterior and structural walls	
d) Completed <i>Building</i>	100% <sup>(6)</sup>
➤ Includes all tenant improvements and complete interior finishes	
e) Partial <i>permit</i> surcharge	\$324.00
f) Conditional <i>permit</i> fee	\$2,000.00
➤ In addition to fees listed above and any applicable legal fees incurred by the City of Thorold	

### 3.0 **PLUMBING PERMITS**<sup>(10)</sup>

a) <i>Plumbing</i> in a detached, semi-detached, duplex, triplex dwelling, including <i>building</i> sanitary, storm drain, sewer and water, service pipes (for all <i>plumbing</i> installations including up to five (5) fixtures, plus \$12.96 for each additional fixture)	\$150.00
b) <i>Plumbing</i> in all <i>buildings</i> or structures not described in 3.0(a) (for all <i>plumbing</i> installations including up to five (5) fixtures plus \$12.96 for each additional fixture)	\$200.00
c) All buried piping, including drain and sewer, <i>building</i> storm drain and sewer, storm drain piping, and water service pipe	
➤ First fifty (50) feet [15 metres]	\$50.00
➤ Each additional fifty (50 feet) [15 metres]	\$35.00

#### 4.0 DEMOLITION PERMITS

- |  |                        |
|--|------------------------|
| a) Single family dwellings and <i>buildings</i> less than 3,000 square feet gross floor area | \$121.50               |
| b) All other demolitions not described in 4.0(a)   | \$0.05/ft <sup>2</sup> |

#### 5.0 DESIGNATED STRUCTURE PERMITS

- |   |           |
|---|-----------|
| a) Communication Tower  | \$202.50  |
| b) Retaining wall, pedestrian bridge, crane runway  | \$1.70/lf |
| c) Wind turbine structure/solar collector   | \$202.50  |
| d) Other designated structure as listed in Division A 1.3.1.1 of the Ontario <i>Building Code</i> | \$202.50  |

#### 6.0 OTHER CHARGES

- |   |              |
|---|--------------|
| a) Change of Use <i>permit</i><br>(where no construction is required)             | \$194.40     |
| b) <i>Permit</i> to all occupancy of an unfinished <i>building</i>                | \$194.40     |
| c) Transfer of <i>permit</i> to new Owner   | \$194.40     |
| d) <i>Building/Property Report</i>  | \$100.00     |
| e) Non-Routine inspection   | \$75.00/hour |
| f) Revision/amendments to <i>permits</i>  | \$81.00/hour |
| g) Liquor License Inspection/Report   | \$75.00      |
| h) Bed and Breakfast Inspection/Report  | \$75.00      |
| i) Refreshment Vehicle Inspection/Report  | \$75.00      |
| j) Spatial Separation Agreement Review <sup>(11)</sup>                            | \$1,200.00   |
| k) Deferral of <i>permit</i> revocation   | \$121.50     |
| l) Review of "Alternative Solution" <sup>(12)</sup><br>Submission <sup>(13)</sup> | \$81.00/hour |

#### 7.0 DEPOSITS

##### 7.1 Plans Examination Deposit

- |   |            |
|---|------------|
| a) Detached dwelling, semi-detached dwelling, Duplex, triplex, townhouse (per dwelling)                                     | \$1,000.00 |
| b) <i>Building</i> regulated by Division B Part 9 of the Ontario <i>Building Code</i> other than those identified in 7.1(a) | \$1,250.00 |
| c) <i>Building</i> and/or additions accessory to OR additions to <i>Buildings</i> identified in 7.1(a)                      | \$194.40   |
| d) All other <i>buildings</i> not described in 7.1(a), (b) or (c) that have a construction value less than \$100,000.00     | \$1,000.00 |
| e) All other <i>buildings</i> not described in 7.1(a), (b), (c) or (d)  | \$1,500.00 |

In addition to the fees applicable above, a Refundable Deposit of the following amounts where applicable, shall be deposited with the City at the time of application for *permit*;

**7.2 Lot Grading Deposit**

- Detached, semi-detached, duplex, triplex, Townhouse dwellings (*except where monies are already deposited specifically for lot grading through a Subdivision Development Agreement, or other similar agreement*) \$1,000.00

**7.3 Performance/Security Deposit**

- a) Detached dwelling, semi-detached dwelling, duplex, triplex, townhouse (*per dwelling*) \$1,000.00
- b) Addition(s) to *buildings* described in 7.3(a) where excavation is required \$750.00
- c) Miscellaneous construction accessory to uses described in 7.3(a) with a construction value greater than \$5,000.00 \$500.00
- d) Construction projects other than those described in 7.3(a) or (b) involving *buildings* or additions where a Site Plan Agreement **IS** required \$1,000.00
- e) Construction projects other than those described in 7.3 (a) or (b) involving *buildings* or additions where a Site Plan Agreement is **NOT** required \$2,000.00
- f) Demolition project \$500.00
- g) Moving a *building* \$1,000.00
- h) Conditional *building permit* Deposit 10% of total Project Construction value

**8.0 FEE REFUNDS**

Pursuant to Article 7.3 of Bylaw 73-2010, the fees that may be refunded shall be a percentage of the applicable fees assessed by this Schedule of fees, calculated by the *Chief Building Official* as follows:

- a) 90% where only administrative functions have been completed (*application received and costs analysis complete*);
- b) 80% where only administrative and zoning functions have been completed;
- c) 60% where administrative, zoning and plans examination functions have been performed;

## FEE REFUNDS continued

- d) 50% where the *permit* has been issued and no field inspections have been performed subsequent to *permit* issuance;
- e) If the calculated refund is less than the minimum fee applicable to the *work* as described in 1.2 of this Schedule, no refund shall be made of the fees paid;
- f) No fees shall be refunded after twelve (12) months from the date of *permit* issuance.

## 9.0 EXPLANATORY NOTES

- 1. Area is the gross floor area of the *building* as defined by the Ontario *Building Code*. Area shall be calculated in square feet (ft<sup>2</sup>) for the purpose of this Schedule.
- 2. Where there is no floor or exterior walls for the project, area is to be calculated as the greatest horizontal area of the structure.
- 3. No deductions shall be made in the calculation of gross floor area for openings such as stairs, elevators, shafts, ramps.
- 4. Unfinished basements and crawlspaces are not to be included in the calculation of area in fee calculations for new construction and additions. Attached garages are not to be included in the fee calculation for new dwellings.
- 5. Major occupancy is based upon the Ontario *Building Code*.
- 6. For Partial *permit*, the percentage shown must be multiplied by the applicable *permit* fee shown for new construction. Percentage of previously approved stages may be subtracted where applicable.
- 7. The *permit* fee shall be determined by the *Chief Building Official* or designate, on the basis of this Schedule. If the *Applicant* disagrees with the fee so determined, then the prescribed fee shall be paid as a deposit and after the *works* are complete, a refund shall be made on the actual *work* done and inspections performed at the discretion of the *Chief Building Official*.

For categories of construction not listed above, the *permit* fee shall be \$16.00 for each \$1,000.00 of valuated cost, or portion thereof. The minimum *permit* fee identified in Section 1.2 of this Schedule shall apply.

- 8. The deposit(s) identified under Section 7.0 of this Schedule shall be held as security by the City until the *work* for which the *permit* has been issued has been completed in accordance with the stipulated requirements of the *permit* to the satisfaction of the *Chief Building Official*. The *Owner/Applicant* shall be responsible for any damage to City property or any restriction and associated costs of any such damage or repair may be deducted by the City in addition to any other available remedy or penalty.

Should the cost of repairs exceed the value of the deposit held, the City shall invoice the *Owner/Applicant* for the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the City may recover the costs by action or by adding the costs to the tax roll of the property to which the *permit* relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the Municipal Act as amended.

Should the deposits not be required to be called upon during the duration of the project, they will be released as follows:

- Lot Grading: Upon successful approval of the Final Lot Grading Certificate submitted in accordance with 4.2(1)(d)(iii) of the Building Bylaw 73-2010.
  - Performance/Security: Upon successful completion of the project in accordance with the approved *permit* documents which results in a closure of such *permit* file.
9. A multiple unit (*apartment*) building is a building which consists of more than three (3) individual residential units in the same building.
  10. *Plumbing permit* fees shall apply only when a *permit* is taken out solely for *plumbing*. The minimum *permit* fee referenced in Section 1.2 of this Schedule does not apply to *plumbing permits*.
  11. The Spatial Separation Agreement fee is for review associated with the submitted Spatial Separation Agreement. This fee does not account for legal fees to draft and/or register the agreement as these fees are the sole responsibility of the property *Owner*. Any legal fees incurred by the City shall be the responsibility of the property *Owner*.
  12. An Alternative Solution is as defined in the Ontario *Building Code*.
  13. The fee prescribed for an Alternative Solution shall be in addition to any other applicable fee prescribed by this Schedule. Should any additional fees be incurred by the City in relation to the review of such a submission but not limited to consultant fees, these costs shall be added to the calculated *permit* fee at 100% of their value.

Read a first, second and third time and finally passed by Council this 15th day of May, 2018.

  
A. T. (Ted) Luciani, Mayor

  
Donna Delvecchio, City Clerk